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Detroit, Mich.



WEEKLY BULLETIN

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Vol. 7

DETROIT, MICH., AUGUST 1st, 1933

No. 31

THE DETROIT BIDDING PLAN

AN APPEAL TO THE WHOLE BUILDING INDUSTRY OF THE STATE OF MICHIGAN

A Foreword by Henry F. Stanton, A.I.A., Vice Chairman of The Architects' and Contractors' Joint Committee of Detroit.

The Detroit Bidding Plan is a system of taking bids designed to eliminate, insofar as humanly possible, the evil of bid shopping and to provide for fair competition, on equal footing, for all bidders.

Bid shopping is the replacement of scientific bidding methods by the tactics of the old time horse trader. It has been one of the great evils of the building industry and the greatest disintegrating force. The effort toward cooperation in the past has been largely nullified by the suspicion and distrust created between the various individuals and groups within the industry by bid shopping tactics.

I feel certain that general use of the Detroit Plan in this district and state will rapidly eliminate all bid shopping, or at least will eliminate it to

or Huddleston, Plan many features of which were incorporated in the Detroit Plan.

I want to urge that the Detroit Bidding Plan be given the most careful consideration and study by all branches of the building industry. It calls for cooperation of the finest sort from all of the elements of that industry—a working together to achieve a better method of doing business—a pulling together of owner, architect, general contractor and sub-contractor, to eliminate the economic loss resulting from bid peddling.

Here is an opportunity for cooperation—a chance for the elements of the building industry to show that they can cooperate to the benefit of all concerned.

The Bidding Plan has no connection with any code being prepared under the National Recovery Act but it is an important step toward accomplishing one of the objectives of that Act—the elimination of unfair competition. I believe that the country as a whole is definitely behind the President and the National Recovery Act and that the building industry in the State of Michigan should cooperate by general adoption and whole hearted support of the Detroit Bidding Plan.

BUTTS ENGINEERING COMPANY GENERAL BUILDERS

The Butts Construction Company has been reorganized as the Butts Engineering Company, with offices at 9121 Alpine Avenue, Detroit. The telephone number is EUclid 1300. The Butts Engineering Company are in a position to render a complete service in the construction of any size job.

Architects' Luncheon

32nd Floor, Union Guardian Building

Private Dining Room,

South Vista

Tuesday, August 1st, 12:30 p. m.

a point where the few who refuse to play the game according to the rules will be an unimportant minority. This minority of non-conformists will, if experience in other parts of the country is worth anything, soon find themselves in the position of conforming or being under the suspicion of the whole industry.

Bidding plans similar to our Detroit Plan are springing up all over the country and all are aimed at about the same objectives. The joint committee has made a study of many of these and profited thereby. In particular the committee wishes to acknowledge its debt to the authors of the Boston,

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TO ALL ARCHITECTS REGISTERED IN THE STATE OF MICHIGAN

The Joint Committee of Architects and Contractors have made an exhaustive study of bidding practice with the idea of eliminating in this section the many and well known objectional features now inherent in building construction.

The Committee has evolved what is known as the Detroit Bidding Plan and now urges its use by all architects. The Plan has received the unqualified endorsement of The Detroit Chapter A.I.A., The Michigan Society of Architects, The Detroit Building Congress, The General Builders' Association of Detroit, The Mason Contractors' Association of Detroit, and the Michigan Society of Building Crafts, Inc.

We feel that it is hardly necessary to go into detail on the great need for a standardized bidding practice, because everyone connected with the building industry is well informed of the evils of bid shopping, the elimination of which has been the main object of our attack. We are confident that if we are given the wholehearted support of the architects of the State that this one great evil will be, as near as humanly possible, eliminated with resultant advantage to Owner, Architect, General Contractor and Sub-contractor; in short, the whole building industry. We therefore urge that you make a careful study of the plan and that you incorporate it into all future specifications.

For your information and assistance we are including three items for use:

1. Notice to Bidders (to be included in the general conditions of the specifications)
2. Bidding Form for General Contract
3. Bidding Form for Sub-Contract.

We urge that you incorporate these documents in your specifications, substantially in the form in which they are given, making only such changes, additions or omissions as are required for the particular job. It is important that if we are to arrive at standardized practice that you make no change in the fundamental principle or procedure.

The Architects' and Contractors' Joint Committee of Detroit

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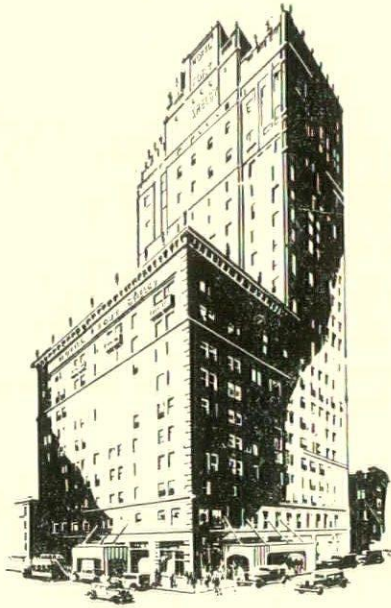
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DETROIT

THE DETROIT BIDDING PLAN

As prepared by the Architects' and Contractors' Joint Committee of Detroit

The plan is based on the following:

1. The specifications shall be divided into separate headings for individual trades. It is strongly recommended that the Specification Outline as approved by the Michigan Society of Architects and printed in their Hand Book be followed.

2. The Architect shall clearly designate which portions of the work are to be done under the General Contract, which are sub-trades and which are separate trades. (See definition in "Notice to Bidders").

3. The Architect will list the General Contractors selected to bid and when possible, depending on the character of the work, the Subcontractors and the Separate Contractors. It is urged that whenever possible the bidding be restricted to such approved lists.

4. The General Contractor shall bid upon all work included under the General Contract and his bid shall include all overhead, profits, fees for handling subs—etc. (See "Notice to Bidders" (A)). In certain special cases the General Contractor may be required to state his fee for handling sub-contracts separately on a percentage basis or in lump sum. (This practice is not recommended unless the special character of the job makes it unavoidable).

5. General Contractors may bid on sub-trades when the work involved is habitually done by their own employees, provided they can show the Architect that they are in every way qualified to do such work. In such case they shall submit their proposals separate from their general proposal and as required for Subcontractors.

6. Sub-bidders and Bidders on separate trades may submit bids on one or more trades. If bidding on more than one trade the proposals shall be submitted separately, unless specifically indicated in the specifications as grouped.

7. All proposals shall be submitted at the time and in the manner designated by the Architect. (See "Notice to Bidders"). The Architect should strive to impress all bidders that this requirement will be strictly followed.

8. The Architect shall maintain confidential all bids, and none shall be opened until after the time designated. It is recommended that wherever possible General Bidders and a representative of Sub-bidders be invited to attend the opening of bids. Such a practice will greatly assist in establishing confidence in the plan.

9. The Architect and Owner will first select the General Contractor (See "Notice to Bidders"—E). The Architect, Owner, and the selected General Contractor will then jointly consider the names and proposals of Subcontractors and select same as prescribed in paragraph "F"—"Notice to Bidders." It is important to impress all Sub-bidders with the fact that no bid not properly submitted will be given consideration and that no bidder will have any opportunity to change or alter his figure after time designated for submission of bids, and that therefore all bids should be submitted at the lowest figure at which the contractor is willing to do the work, and must be complete as required by the bidding form.

10. The Owner will enter into contract with the selected General Contractor for the entire work as called for by plans and specifications (except that covered by Separate trades, where such are designated) and the General Contractor will enter into contracts with each of the selected sub-bidders at

the amounts of their proposals as jointly accepted by the Architect, Owner, and General Contractor. The General Contractor shall agree that he will be in every way as responsible for the Subcontractors as if they had been originally named in his proposal.

11. The General Contract amount shall equal the amount of the accepted General bid, adjusted by the price agreed upon by Owner and General Contractor for changes in plans and specifications made after submission of bids and before the signing of the contract, plus the total sum of the selected Subcontracts.

The committee further recommends that, in addition to the Notice to Bidders included in the specifications, the Architect send to each bidder, both General and Sub, a special notice or bulletin in which he will call attention again to the special features in which this bidding plan differs from our present practice. It is recommended that the following paragraph be included in this special notice:

The attention of all General and Sub-bidders is called to the following clause in the "Notice to Bidders":

"All bids from General and, or Subcontractors shall be on the respective forms herein given or on forms identical therewith, without changes or additions thereto and no bid not so submitted shall be given consideration.

"The Owner authorizes the Architect to state that he approves this statement and will enforce it strictly."

The Joint Committee of Architects and Contractors urges your whole-hearted support and co-operation in putting this bidding plan into practice, to the end that we may eliminate in-so-far as possible the evil of bid shopping. The Committee stands ready to answer any questions addressed to it or to assist any architect who desires to put the plan into practice on a particular job.

NOTICE TO BIDDERS

(to be included in General Conditions of the specifications)

The Architect (or other designated person) will receive proposals for the erection of.....

..... building
and location in accordance with the plans and specifications not later than

..... hour day

..... month year

Proposals shall be made and submitted strictly in accordance with the following instructions:

Contract documents, forms of proposal, plans and specifications, may be obtained at

..... on and after hour day

..... month

Proposals shall be made on proposal forms as noted below, fully filled out without changes and shall be signed, amounts being stated both in figures and writing where so indicated.

Proposals shall be in opaque, sealed envelopes addressed to and shall bear the name of the bidder and the name of the project.

Questions arising during the preparation of proposals shall be addressed in writing to the Architect, and delivered to him at least ninety-six (96)

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hours before the time set for submission of proposals. Written answers to all reasonable and necessary questions will be sent to every individual or firm on record at the time as having taken out contract documents. Said answers to be mailed at least forty-eight (48) hours before the time set for submission of proposals. **No oral instructions shall be held valid.**

(If certified check is to accompany proposals so state here).

(If bidder is required to make deposit on plans and specifications, so state).

Note the following definitions:

Sub-trades are those trades which will, after selections of the Subcontractors, be included under the General Contract.

Separate trades are those trades for which the Owner desires to enter into separate contracts and which will not be handled by the General Contractor.

Paragraph (B) below indicates what portions of the work fall under the classifications—General—Sub—and Separate—trades.

All proposals shall be submitted on the basis of delivery of the building complete in accordance with plans and specification calendar days after the signing of the General Contract.

General Contractors, Subcontractors and Separate Contractors shall submit their proposals in strict accordance with the following procedure:

(A) Bids from General Contractors shall be for all labor and material, all overhead and profits and fees and all other work required for the completion of the entire building in accordance with the plans and specifications, **except** only such work of Subcontractors and Separate Contractors as specifically noted below in (B) and (C).

(B) Bids from Subcontractors shall be submitted to the Architect (or other designated person) at the time and in the manner stated above. They shall be for all labor and material required to complete the work described under the particular heading in the specifications and in accordance with the drawings and specifications.

Sub-bidders may indicate in their proposals the General Contractors with whom they are willing to enter into contract if selected. List of General Bidders may be obtained at the Architect's office. If no notation is made it will be assumed that the Sub-bidder is willing to enter into contract with any of the listed General Contractors.

Bids will be received from Sub-contractors on the following portions of the work:

(Here list all subcontracts. Where sub-contract is for material delivered only, or for labor only, or any other special condition, so note).

(C) The following portions of the work will be let as separate contracts and shall not be considered as a part of the General Contract:

(Here list separate contracts)

(D) All proposals from General, Sub, and Separate Contractors shall be on the respective forms herein given or on forms identical therewith, without change or additions thereto and **no bid not so submitted shall be given consideration.**

(E) The General Contractor will be selected on the basis of bids for General Contract as covered in Paragraph (A). The standing and ability of the General Bidders will be given due weight in addition to the amounts of the proposals, and the Owner reserves the right to reject any or all proposals and to accept any proposal if it shall be deemed for the best interest of the Owner to do so.

(F) After the selection of the General Contractor, as above provided, the Architect and

Owner and General Contractor shall jointly consider the names of proposed Sub-bidders and their amounts, as shown by their proposals filed with the Architect, and shall select from the sub-bids so filed the Sub-bidders deemed to be the most desirable for the work, all things considered, against whose standing and ability the General Contractor makes no valid objections, and the list of Sub-bidders and the amounts thereof as so selected shall be included in the contract as the Subcontractors for the work indicated, and **at the amounts named in their proposals as filed with the Architect**, the total contract price being adjusted accordingly.

The Owner reserves the right to reject all sub-bids on any item or items provided it is jointly agreed that none of such bids represents the bid of a person or firm competent to perform the work as specified, or that only one such bid was received and that the price is not reasonable for acceptance without competition.

(G) The Owner and Architect will select the Contractors for the separate contracts if such are indicated. Separate Contractors will enter into contracts for their work directly with the Owner and they will not form a part of the General Contract. The Owner reserves the right to reject any or all bids as indicated in paragraph (F).

(H) If a General Contractor customarily performs **with his own employees** any sub-trade or trades listed in paragraph (B)—he may submit bids on those trades. Such bids shall be submitted separately from his general bid and must follow the procedure and requirements for sub-bidders as given hereinbefore. No such sub-bid by a General Bidder shall be considered unless the General Bidder can show, to the satisfaction of the Architect that he does customarily perform such work, and is qualified to do the character of work required by the specification.

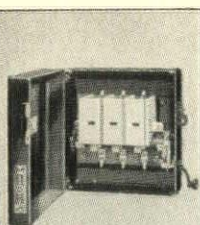
A General Bidder may bid on any separate trade similarly, subject to all above requirements for Separate Bidders.

PROPOSAL FORM

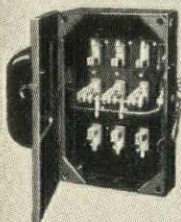
General Contract

To

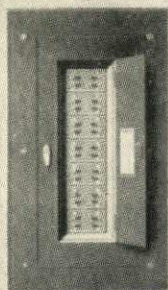
- (a) The undersigned proposes to furnish all labor and material required for the completion of all work called for in the contract documents as work to be performed by the General Contractor for the construction of on (Street), (City), (State), for (Owner), in accordance with the accompanying plans and specifications prepared by (Architect), (Address), for the sum specified below, subject to additions and deductions according to the specifications and in all respects according to the terms thereof.
- (b) The proposed contract sum is Dollars (\$.....).
- (c) The undersigned agrees that if he is selected as General Contractor he will promptly confer with the Architect and Owner and will jointly with them select the subcontractors in accordance with the procedure prescribed in "Notice to Bidders," and that the Subcontractors so selected, against whose standing and ability the undersigned makes no valid



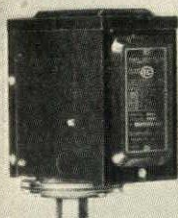
Disconnect Switch,
Class 2420.



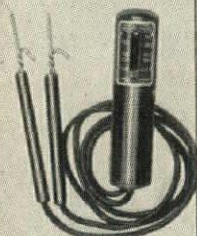
Square D Industrial
Safety Switch.



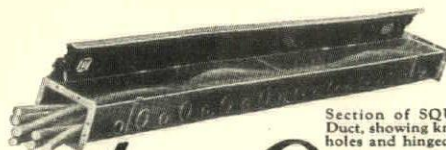
Door-in-door, safety
type Lighting Panelboard.



Class 9013 Pressure
Switch.



Wigginton Voltage Tester,
either D.C. or A.C.



Section of SQUARE-
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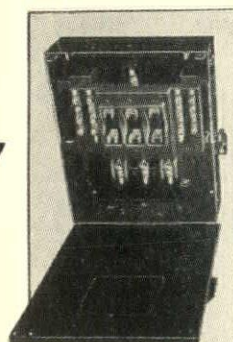
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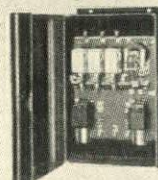
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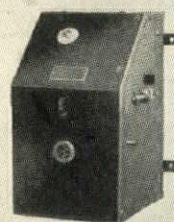
Square D Meter
Service Switch.



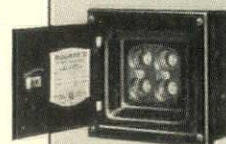
A. C. Automatic
Starter, Class 8526.



Square D Outdoor
Meter Box.



Class 2205, A. C. hand-
operated Compensator.



A 4-circuit, surface
type Fuse Cabinet.



Two sizes of Porcelain
Strain Insulators.

objection, will be used for the work indicated, at the amounts of their bids as jointly selected.

The undersigned further agrees that he will be in every way as responsible for the Subcontractors so selected and for their work as if they had been originally named in his proposal.

- (d) The undersigned agrees that if within..... days from the day named for submitting this proposal, notice that the proposal will be accepted by the Owner shall be mailed to him at the business address given below, or shall be delivered to him, he will within..... week-days thereafter deliver to the Owner where directed a contract properly executed in triplicate on forms furnished by the Architect, the contract amount thereon to be the amount of this proposal, (adjusted by the price agreed upon by the Owner and the General Contractor for changes in plans and specifications made after submission of proposals and before signing of contract), plus the total sum of the selected sub-contracts.
- (e) (If bond is required add the following): The undersigned further agrees to deliver to the Owner a bond of a Surety Company satisfactory to the Owner in the amount of.....% of the contract price, the premium for which is to be paid by the Contractor and shall be added to the above contract price.

Bidder.....
 Corporation.....
 Partnership.....
 Individual.....
 Business Address.....

PROPOSAL FORM

Sub-Contract

To..... (Architect or other designated person).

The undersigned proposes to furnish all labor and or materials required for the..... work as specified in Section..... of the Specifications for a..... at..... (Street),..... (City),..... (State), for the sum specified below, subject to additions and deductions according to the specifications and in all respects according to the terms thereof and according to the plans, all as prepared by....., Architect,..... (address).

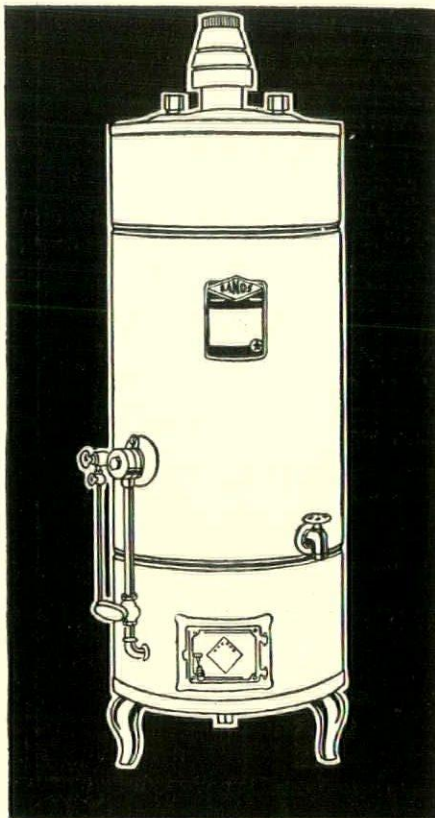
The proposed contract sum is..... (\$.....).

The above proposal is available for use with the following listed General Contractors only and may not be used with any other except with the consent of the undersigned:

The Undersigned agrees that in the absence of any listing above, this proposal may be used with any General Contractor who has properly filed a bid on this project.

The Undersigned agrees to enter into a contract with the selected General Contractor except as herein qualified at the amount of this proposal.

Bidder,.....
 Address,.....



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BRANCHES:

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Hamtramck—11601 Jos. Campau Dearborn—22113 Michigan Ave.

CODE OF PRACTICE FOR THE ARCHITECTURAL PROFESSION

As suggested by the Minnesota Chapter, A.I.A.

The code of practice and schedule of minimum charges for the architectural profession as proposed herein as prepared by the Minnesota Chapter A. I. A. has been forwarded to the various chapters and state societies throughout the country for their approval. The Detroit Chapter and the M. S. A. have approved it in principle through their boards of directors.

Concerning the suggested code Mr. A. B. Dunham, President of the Minnesota Chapter in a letter to Mr. Ernest John Russell, President of the A. I. A., has in part the following to say:

The Minnesota Chapter, A. I. A. urges that the A. I. A. take the leadership for our profession by qualifying under Title I of the Act; submitting at the earliest possible moment a code of practice, and schedules of minimum charges, minimum wages for draftsmen and maximum working hours.

Here is an opportunity to raise the standard of—practice of our entire profession to the level advocated by the A. I. A.—with Federal support eliminating the evil of one code of ethics for Institute members, and another for non-members. Since we regard our standards of practice as desirable, we should not hesitate to ask that they be made to apply to the entire profession.

Schedules of minimum charges will doubtless have to vary for various parts of the country, but the setting of minimum fees with a prospect of enforcing them, should be distinctly advantageous. It will establish a precedent for fair charges, with Federal sanction, and the benefits of this one feature will be felt long after the National Industrial Recovery Act has ceased to function. It will eliminate to a great extent, the selection of architects on the basis of their fee, since no architect will be allowed to ask less than the established minimum fee.

Like the schedule of charges, the draftsman's minimum wage scale will probably vary for different localities. I believe it is important to remember that we are establishing, not an average wage, but a minimum; the wage to be paid to the least capable draftsman. On the other hand it should be high enough to assure decent living, and to bear comparison with established minimum wages for skilled mechanics.

In order to assist in expediting matters, and to crystallize opinion, the Minnesota Chapter has outlined a number of items which we feel should be incorporated in the code of practice. We also have listed minimum fees for certain types of buildings, maximum working hours, draftsmen's minimum salaries, etc., which we believe would be suitable for this section of the country.

ITEMS SUGGESTED FOR CODE OF PRACTICE

By
Minnesota Chapter, A. I. A.

Contract documents of the A. I. A. shall be used

for all contracts, except cost-plus agreement between Owner and Architect.

No architect shall make any secret agreement as to rebates, commission etc., as a subterfuge to reduce his fee below the minimum.

It shall be unfair for firms manufacturing or selling materials, or engaged in the construction of buildings, to make drawings for architects or owners. (This does not apply to customary shop-drawings).

All plans and specifications for building and their equipment shall be made by architects or engineers.

No architect shall act as a contractor, or shall do any construction work, or shall have in his employ anyone doing construction work, or shall guarantee the construction cost of any work.

Sketches for prospective work shall not be submitted, except under the principles outlined by the A. I. A.

No architect shall accept any fee, commission or rebate from any manufacturer of material, or agent thereof, or from any other source than from the Owner.

MAXIMUM HOURS. While there are unemployed draftsmen available, no draftsman shall be employed more than 40 hours per week.

MINIMUM DRAFTSMEN'S WAGES:

Senior 90c per hour.

Junior 50c per hour.

Student draftsmen's wages shall depend upon their experience.

MINIMUM FEES. For full architectural service, including structural and mechanical engineering services, the following minimum fees shall be charged.

Garages, factories, warehouses	4%
Auditoriums, armories, stores, office bldgs., apartment bldgs., gymnasiums, power plant, waterworks	5%
Schools, hospitals, hotels, theaters, courthouses	6%
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The above fees include supervision, but not constant superintendence. Necessary travelling expenses to be added to above fees.

PAYMENTS. Charges for the various divisions of the Architect's work shall be based on the fol-

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COST PLUS AGREEMENT. The architect's contract with the Owner may be arranged on a cost-plus basis for alteration work. Cost-plus shall be figured as follows: To the salary paid everyone working on the job, draftsmen, superintendent, clerical help, principal, etc., add 100% to obtain actual cost. Then add 33-1/3% of this total, for architects commission.

WAGE RATES AND HOURS TO BE STUDIED

With three billion three hundred million dollars appropriated under the National Industrial Recovery Act, over two billion dollars of which is to be spent directly or granted or loaned by the Federal Government for public construction, it is expected that the construction industry will be among the first group to have regulations approved so that sound construction projects may be started immediately in order to help the general recovery.

The industry in this vicinity has organized to cooperate as far as possible in putting the Act into effect. Under the Act, national trade associations are submitting codes of fair practice to the Administrator at Washington. The present plan for the construction industry is to file supplemental codes covering wages and hours for various regions.

To speed up this work, a consolidated committee has been formed with Pierce E. Wright, Secretary of the Associated Building Employers of Detroit, 607 Shelby Street, and Ralph A. MacMullan, Secretary of the Architects' and Contractors' Joint Committee of Detroit, 1248 Book Building, named as a Secretariat.

As rapidly as they can, they are obtaining from those interested all information possible on proposed wages and hours, from which will be drawn rates and hours to be stated in a supplemental code for construction in this region.

That will be submitted to the Administrator and when approved, will become a Federal regulation.

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ALLIED ARCHITECTS PROPOSAL

Having in mind the several large projects of an Architectural and Engineering nature, contemplated by the City of Detroit, and County of Wayne under the Industrial Recovery Act several members of the two professions have suggested an allied group which it was thought would have many benefits.

If it were possible to form such a group it would tend to spread the work over a greater number of offices and draftsmen, which would have great advantages from a welfare standpoint.

The City would have the benefit of the combined ability of this group, and the work would be expedited.

The officers of the two architectural groups and two engineering groups have had several meetings to further this idea and at a recent meeting of the Chapter and M.S.A. in direction the accompanying preamble was decided upon.

It is hoped that the engineers will also approve the same resolution promptly, in which case the 15 architects elected to the Board will promptly approve and start operations.

The Allied Architects and Engineers of Detroit, Michigan

(Approved by the Boards of the M.S.A. and
Detroit Chapter A.I.A.)

Sec. 1. The President of the United States, through the National Recovery Act, is sponsoring a National Program of employment and business co-operation to expedite the return of normal business activity and to aid in the relief of prevalent distress. A portion of this program contemplates the expenditure of large sums of money for construction work of a public character including rehabilitation of blighted areas and low cost housing, public buildings of various types and other building and engineering projects of sound economic character. Since the Federal Administration has indicated that these projects shall be carefully correlated to avoid past errors and to indicate sound planning for the future, it is felt that such projects and the correlation of problems of long term planning are far beyond the capacity of any single individual or organization to carry through with the greatest effectiveness. Therefore, it is proposed that the local Chapter of the A. I. A. and the A. S. C. E. together with the Michigan Society of Architects and the Detroit Engineering Society, through a new organization to be formed in Detroit and known as THE ALLIED ARCHITECTS AND ENGINEERS OF DETROIT, MICHIGAN, shall offer the joint and united services and abilities of their respective members to the City of Detroit, the County of Wayne and all political sub-divisions thereof, to undertake any or all such Architectural and Engineering work as may be required on approved projects financed in whole or in part by the National Recovery Administration including any required long term planning work.

Sec. 2. The Allied Architects and Engineers of Detroit, Michigan, shall be formed and incorporated with an initial nominal capital of \$1,000.00 paid in full proportionately by the charter members.

Sec. 3. Charter members shall be limited to 20 members chosen by the governing bodies of the local chapter of the A. I. A. and the A. S. C. E., the Michigan Society of Architects and the Detroit Engineering Society. Charter members shall all be qualified, recognized practitioners, either individuals or firms but each shall be considered as a single membership.

Sec. 4. The charter members shall make up the Board of Directors and shall be represented by the

individual in the case of the individual practitioner or by a designated member of a firm having more than one member or associate. Any charter member firm may designate an alternate to the first named member to the Board of Directors to assure full attendance to all Board meetings.

Sec. 5. The Board of Directors shall make up and adopt a suitable set of by-laws and such other regulations as may be necessary for its organization, operation and membership. These by-laws and regulations and manner of incorporating shall be subject to change by vote of the majority of the Board. The By-Laws shall provide membership in the organization for duly qualified Architects, Engineers and City Planners and the qualifications for such membership.

Sec. 6. No Architect, Engineer or City Planner by reason of holding stock in the corporation shall be precluded from accepting any commission to render professional services to any client, in which case the relation between the corporation and the stockholders shall be the same as the relations between individual architects.

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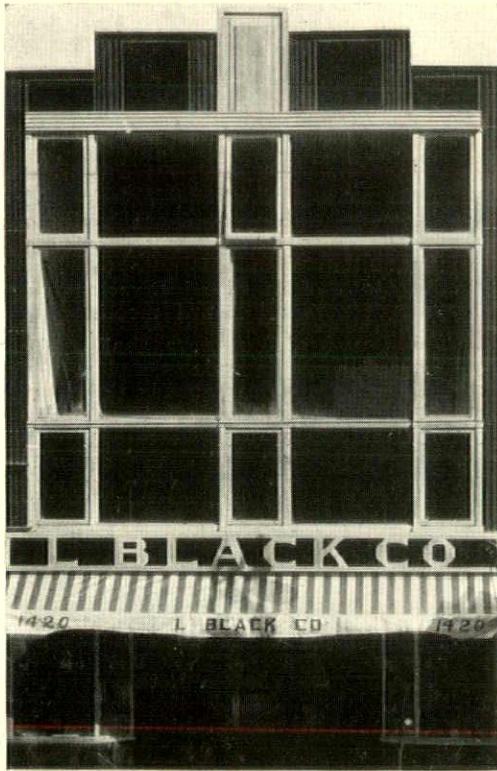
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